



BJA Training and Technical Assistance Program: FY 2005 Competitive Announcement

Eligibility

For-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher education with demonstrated experience in providing, procuring, or managing large-scale technical assistance programming on a national level are eligible to apply. Applicants submitting joint applications from a consortium, with an identified primary applicant and co-applicant(s), are also eligible.

GMS Application Submission Deadline: February 3, 2005

This deadline is firm and will not be extended.

Document upload can be time consuming; please plan accordingly.

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About the BJA Technical Assistance Program

One of BJA's primary functions is to support the work of practitioners in the field of criminal justice and public safety through the provision of training and technical assistance (TTA). BJA-funded TTA supports state, local, and tribal jurisdictions through several vehicles, including but not limited to:

- Onsite technical assistance.
- Offsite technical assistance (telephone, e-mail, Internet, distance learning, etc.).
- Peer-to-peer information exchange and mentoring (individual, group, or jurisdictionwide).
- Publication development and dissemination.
- Information sharing.
- Conferences, workshops, and training events, including agenda development, speaker identification, and logistical support.
- Curriculum development.

Through these TTA vehicles, BJA provides assistance in many areas, including but not limited to:

- Problem assessment.
- Strategic planning and development.
- Program sustainability.
- Cutting-edge practice identification and documentation.
- Evidence-based practice identification and development.
- Team building and collaboration.
- Community partnership development.

- Staff development.
- Resource identification and management.
- Information management.
- Program evaluation.

BJA offers support to individuals, agencies, organizations, or jurisdictions involved in criminal justice and public safety. BJA's areas of subject-matter expertise include:

- Crime prevention.
- Community and faith-based initiatives.
- Law enforcement and public safety.
- Counter-terrorism.
- Adjudication.
- Tribal justice.
- Institutional and community corrections.
- Substance abuse.
- Mental health.
- Justice information sharing.
- Reentry.

BJA also maintains several smaller TTA projects that complement and augment its work in these larger policy areas.

Specific Services

BJA currently addresses constituent needs through a series of TTA programs in targeted, discrete areas such as drug courts, gun violence, terrorism prevention and response, mental health courts, and community prosecution.

Through this solicitation, BJA is seeking a TTA provider who will help to fill gaps and meet the unique needs of its constituents in a broad and cross-cutting range of areas that may not be addressed by traditional, targeted TTA partnerships and programs. The provider will assist BJA in creating a more comprehensive, customer service-oriented TTA program.

The provider selected under this cooperative agreement must be able to:

- Offer services that use all delivery vehicles identified above.
- Address TTA requests in the above-listed activity areas.
- Work with TTA requests in any of the above-mentioned policy areas.
- Develop web-based tools and processes to receive, triage, and track TTA requests.

- Possess a strong knowledge of criminal justice issues and experience meeting the unique needs of criminal justice and public safety practitioners.
- Demonstrate flexibility in meeting the requests of BJA's constituents and staff on an as-needed basis.
- Work with BJA on broader issues of TTA delivery and services, including needs assessment, TTA tracking and reporting, evaluation and analysis of criminal justice trends, and other activities to assist BJA in enhancing its ability to provide its constituents with TTA.
- Develop collaborative relationships with BJA's current TTA providers through the BJA TTA Coordinator to ensure seamless and effective TTA delivery, eliminate redundancy, and maximize effectiveness.
- Research and develop publications, fact sheets, resource books, multimedia products, and other materials on current, emerging, and promising practices in the criminal justice and public safety field.
- Provide logistical and travel support for a limited number of meetings, onsite technical assistance, and local requests.
- Effectively manage all of the activities that may be carried out under this cooperative agreement.

Eligibility

For-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher education with demonstrated experience in providing, procuring, or managing the range of technical assistance on a national level as defined under the previous section are eligible to apply. For-profit organizations must agree to waive any profit or fees for services. Further information on faith-based and community organizations can be found in the Other Requirements section. Joint applications from a consortium, with an identified primary applicant and co-applicant(s), are eligible to apply. Where there are proposed partner agencies or contractors, letters of support that outline the partners' responsibilities should be provided.

To be eligible for consideration, applicants must adhere to the application format and deadline requirements.

Amount and Length of Awards

One award for up to \$2.5 million will be made through this competitive solicitation process. The award will be managed as a cooperative agreement. The award period will be 18 months. BJA reserves the right to terminate the agreement at any time based on its needs, availability of funds, and/or the awardee's performance.

Review Process

BJA will review all eligible applications and make recommendations to the Director of BJA, who will make final award recommendations to OJP's Assistant Attorney General.

Funding decisions will be made on the basis of several criteria, including the merit and fundamental strengths of the application. Applications that meet all eligibility requirements will be evaluated according to the selection criteria described below.

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.580, titled "Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system go to <https://grants.ojp.usdoj.gov>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901.

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, be sure to click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System, or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant has provided a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on “Funding Opportunities.”
- Select the “Bureau of Justice Assistance” from the drop-down list and click “Search.” This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find “BJA Training and Technical Assistance Program” and click “Apply Online.”
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking “Continue.”

Step 3: Completing Overview Information

- Select the type of application you are submitting by choosing “Application Non-Construction” in the “Type of Submission” section.
- Select “New” in the drop-down box for “Type of Application.”
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and enter the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”
- Click “Save and Continue.”

Step 4: Completing Applicant Information

- Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.
- The rest of this page will prepopulate from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.
- Click “Save and Continue.”

Step 5: Completing Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.

- Enter a start date for the project that is on or after **May 1, 2005** and an end date 18 months later.
- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter the amount of the grant for which your organization is applying (no more than \$2.5 million) in the federal line under the “Estimated Funding” section.
- Click “Save and Continue.”

Step 6: Uploading Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
 1. The Budget Detail Worksheet (Attachment #1).
 2. The Program Narrative (Attachment #2).
 3. Other Program Attachments (Attachment #3).
- To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

Note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted, and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- Once you have accepted both documents, enter the correct personal information for the person submitting the application.

- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

Note: If the applicant notifies BJA in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, BJA **may**, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the Washington, D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline.

Attachments

Budget Detail Worksheet (Attachment #1)

The applicant must provide a budget that (1) is complete, detailed, reasonable, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting budget narrative to link costs with project implementation (see below for more information about the budget narrative). Please note that the budget should indicate the amount of any indirect donations to be contributed to the program.

Applicants must submit **both** a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The

budget worksheet should present a complete and detailed itemization of all proposed costs. **Note:** Total costs specified in the budget detail worksheet must match the total amount requested.

- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

When developing the budget, applicants' proposed expenditures must correspond to the requirements outlined under Selection Criteria, numbers 2–4.

A sample budget worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's web site (www.ojp.usdoj.gov/forms.htm).

Program Narrative (Attachment #2)

The program narrative must respond to the selection criteria (numbers 1–3) in the order given.

Submissions that do not adhere to the format will be ineligible.

The program narrative must be double spaced, use a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 30 pages. (Please number pages “1 of 30,” “2 of 30,” and so forth.)

Other Program Attachments (Attachment #3)

This attachment must include the following materials:

- Job descriptions and résumés for all key positions. Job descriptions should outline the roles and responsibilities for all key positions. Résumés for the staff currently holding these positions also should be included.
- Letters of support from partnering organizations.
- Any other attachments that demonstrate the applicant's ability to meet the requirements outlined in this solicitation.

Selection Criteria

1. **Criminal Justice Expertise** (20 points)

Demonstrate knowledge and experience with a range of criminal justice and public safety practices, policies, and issues consistent with the policy issues outlined earlier in the solicitation. Applicants who plan to partner with other criminal justice and public safety subject-matter experts or consultants must clearly show the qualifications of those partners, including key personnel résumés and/or organizational history.

2. **Program Strategy** (30 points)

Describe strategies for the following:

- Conducting activities identified in the About the BJA Technical Assistance Program and Specific Services sections.
- Maintaining the qualitative and quantitative measures, which BJA will provide upon award, to illustrate progress in meeting assigned tasks, evaluating program success, and showing success of TTA recipients.
- Delivering services in a short timeframe (this program may require short response times on the requests).
- Identifying appropriate staff and/or consultants.

3. **Management and Organizational Capacity** (20 points)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined in the About the BJA Technical Assistance Program and the Specific Services sections. Applicants must provide information that illustrates their ability to manage complex activities (both type and expertise) effectively. Applicants must clearly outline their organization's ability to conduct *each* of the individual activities and demonstrate their experience in these areas. As appropriate, applicants must describe co-applicants' roles and responsibilities, which should mirror the information provided in the letters of support.

4. **Budget** (30 points)

Provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken, consistent with the format provided under the Budget Detail Worksheet section. The budget period for this program is 18 months. Applicants are required to use the following formula for their overall budget when developing their funding allocation:

- Meeting support and planning (40 percent):
 - Logistical support and travel costs for 4–6 focus groups (15–20 participants, 1–1½ days).
 - Logistical support for 4–6 training sessions (30–50 participants, 2–2½ days).
 - Logistical support, planning, and travel for 1 large meeting or conference (200–400 participants, 3 days).
 - Applicants should assume a substantive role in developing meeting content in approximately 70 percent of meetings and a logistical support role in all of them.
- Technical Assistance (Approximately 30 percent):
 - Travel for staff or consultants to conduct onsite TTA delivery across the country.
 - Offsite TTA delivery (e.g., telephone, e-mail, Internet, and potentially distance learning).
- Communication (approximately 10 percent):
 - Publication development (4 publications).
 - Web site content development.
 - TTA calendar.

- Analytical support (approximately 15 percent):
 - Assessment of BJA's constituent needs.
 - Development of a TTA tracking database.
 - Content development for TTA web site.
 - Research for policy briefs.
- Administrative costs (approximately 5 percent).

Applicants should note the above formula is an estimate of BJA's constituent needs; it is used to provide a standard base from which applicants' budgets may be evaluated by BJA to ensure competitively priced services. Applicants should be aware that budget priorities may shift among these categories. When using this formula, budgets must be submitted in the format offered in the Attachments section of this solicitation.

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, grantees are required to collect and report data that measure the results of program performance. **All applicants are required to address the performance measures listed below.** In addition to incorporating this information into their submission's narrative (attachment #2), applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. **Grantees also are expected to provide interim data in their semiannual progress reports and to submit project results as part of their final progress report.**

Program Goals	Performance Measures
Provide BJA with technical assistance and deliverables.	<ul style="list-style-type: none"> • Requests for services, including the number, frequency, and types of services requested and the recipients' use of the services. • Responses to requests, including the percentage of requests filled, average response time, type of services provided, duration of service delivery, number of participants, and any products or deliverables. • Number of training and technical assistance recipients who have successfully defined and implemented a change in how they conduct a particular activity based on the assistance provided. • Number and type of products created to serve the field, including publications and training curricula. • Number of requests referred to other BJA TTA providers for completion.

Submission Deadline

New GMS users must create a user account before submitting an application (see How To Apply, step 1). **Applications for this program are due by 8 p.m. e.t. on February 3, 2005.** Faxed or mled applications or supplemental materials will not be accepted, except as described under How To Apply.

Other Requirements

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process

hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Evaluation

Grant recipients must agree to cooperate with any assessments, national evaluation efforts, or information/ data collection requests relating to any activities under this program.

Additional Information

For general information about BJA programs, training, and technical assistance, contact BJA at 1–202–616–6500 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Renee Giger, BJA Senior Policy Advisor for Technical Assistance, at 202–353–8123 or renee.giger@usdoj.gov.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide. This document governs the administration of funds by all successful applicants and their contractors.